



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

July 7, 2022

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ NO. 2503-22-04
“Limited Engineering Services for Coastal Protection and Restoration Authority Projects”

PROPOSAL DUE DATE: JULY 20, 2022 @ 3:00PM

ADDENDUM I QUESTIONS AND RESPONSES

1.	Q.	<p>Under Section 1.3(4) – Subcontractors, the RSIQ states that “Persons who are not full-time employees of the proposer shall be considered subcontractors.” Does this require a part time employee that is considered a W-2 employee of the prime consultant and is covered by the prime consultant’s insurance coverage, to submit an independent SF 24-102 and considered a subcontractor? It would be the preference to not submit a separate 24-102 for part time W-2 employees that work directly for the prime firm. Please clarify.</p> <p>(4) Subcontractors: Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in Section 1.14 “Use of Subcontractors”, including the projected percentage of the scope of services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.</p> <p>Included in the Proposer’s SIQ must be a separate SF CPRA 24-102 form completed by each subcontractor. Company names listed on the SF CPRA 24-102 must precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Resumes or any organizational chart included in the SF 24-102 shall clearly state the location (city and state) of the office in which the staff member resides. Any potential contractor failing to submit any of the information required on the SF CPRA 24-102 will be considered non-responsive.</p>
	A.	<p>Part time W-2 employees working directly for the prime firm and covered by the prime firm’s insurance coverage are not required to submit a separate SF 24-102 for those employees.</p>
2.	Q.	<p>If subcontracted services are performed outside of the State of Louisiana, is it necessary for a state-owned institution to complete the Louisiana State Board of Registration for Professional Engineers requirement?</p>

	<p><u>RSIQ Excerpt</u></p> <p>Included in the Proposer's SIQ must be a separate SF CPRA 24-102 form completed by each subcontractor. Company names listed on the SF CPRA 24-102 must precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Resumes or any organizational chart included in the SF 24-102 shall clearly state the location (city and state) of the office in which the staff member resides. Any potential contractor failing to submit any of the information required on the SF CPRA 24-102 will be considered non-responsive.</p>
A.	<p>If the sub-consultant is not an engineering firm licensed in the State of Louisiana with the Louisiana Professional Engineering and Land Surveying Board and is not practicing engineering that requires registration required by Louisiana Law, a firm's Louisiana License Number is not required for the SF 24-102.</p>